

1640.43  
HELP  
c.3

252196a20

ILLINOIS STATE LIBRARY

JAN 15 1992

ILLINOIS DOCUMENTS

# Help for Managing Work and Home



Are you employed and managing a home? If so, you are one of the millions who must daily cope with the demands of work and home. And are you a parent? Then the needs of your family must also be considered. Do you sometimes feel you need help in managing the demands of your time and resources?

## Knowing Your Values

The first steps in managing the many demands of work and home are to know your values and set your goals. Values are your strong personal beliefs of what is important in life. Some people value providing for their families, others value friendship, and still others value having many of the good things in life.

Although values themselves cannot be seen, they guide your actions. They guide how you talk and act, the way you use your time, your actions at work and play, and in how you spend your money.

Values are the result of learning, and continued experiences and contacts with others. Your values change as your experiences change and cause you to grow and mature.

Each person has his or her own unique set of values. While family members and friends frequently share many of the same values, it is unlikely that two people would have exactly the same ones.

You probably place more importance on some values and less on others. Therefore, some values are much more important than others in their influence on your behavior.

People are not always aware of their values. A value is more likely to guide your action when you are aware that it's operating. Values must be acted upon to be a part of you.

## ■ Are any of these values important to you?

- doing the things you want
- doing new and different things often
- honesty
- doing things well
- doing what is right according to your beliefs
- being loved
- having good health
- being with people like you
- having a family
- being well educated
- having freedom
- religion



## Knowing Your Goals

Your values will play a major role in knowing your goals. Goals are the things you want to do. They could be material items such as having a better car or a new television set. Or your goals could be services such as eating lunch out on workdays. However, your goals do not always need to cost money. A goal for employed parents may be to spend more time with their children. For another person, a goal might be job success. A third person may have the goal of good health.

Goals can be divided into three categories: short-term . . . intermediate-term . . . and long-term.

**Short-Term Goals** are things that you want to do within the next six months. These might include taking a weekend vacation, buying a new kitchen table and chairs or spending an afternoon a week with family or friends.

**Intermediate-Term Goals** are things you want to do in the next three to five years. An intermediate-term goal might be job success, improved health or money saved for continuing your education.

**Long-Term Goals** are what you want in the next 10, 20 or more years. Long-term goals could include planning for a secure retirement, paying off a major debt or being able to travel.

## Steps for Reaching Your Goals

You will be more successful in reaching your goals if you follow these steps.

- 1 Identify and write down the things you want to achieve. For instance, if your goal is to spend more time with your family or friends, be specific about the amount and frequency of time you want to spend. One of your goals might be: "I want to spend 4 hours each week reading to my children."
- 2 Decide what resources you will need to reach your goals. How much money, time and energy will this involve? Will you need to go to the library for books or do you have them? Or will you need to buy new or used books?
- 3 Decide when you want to reach your goal. Set a date that is reachable for you within a given time period. For example: "By the end of this month, I will be spending 4 hours a week reading to my children."
- 4 To reach your goal you will need a plan. You could do this by setting aside one hour the first week for your children. After that, you could increase this by one hour each week until you reach your goal. You may have to give up or postpone other goals, such as purchasing shoes you want but really don't need.
- 5 Begin to work towards your goal today. Think now about all of the fun and exciting times you can have with your children. See yourself working on a project, walking in the park or volunteering together.
- 6 Check the success of your plan every now and then. Are you moving closer to your goal? Sometimes goals have to be maintained once they are reached. Once you have achieved spending 4 hours each week with your family, have you been able to do it regularly? If not, why? Sometimes goals need to be changed to be achievable. Check on your progress often.

Following these six steps will help you to clearly know your goals, what resources they require and how long it will take you to reach them.

## The Worksheets Are For You

Begin to take control of balancing your demands of work and home. Use **Goal Setting** and **My Goals** to determine your values and goals. Decide to work towards your goals and check your progress often.

## Goal Setting

In goal setting, you are deciding how to use your resources to achieve what you want in life.

From the list below, pick out ten things that you feel are important, and rank your response by placing a “1” by the most important. Place a “2” by the next most important, and so on. Your list of ten should show the most important value-related areas in your life and suggest areas for goal setting. If you have a family living with you, ask each family member to go over the list and rank his or her goals. You and other family members will probably disagree in some areas, so you need to sit down as a family and decide what is number one for the family. This will mean giving in sometimes, but as a group you will be working together to reach your ultimate goal.

- Religion
- Education
- Makes Lots of Money
- Save Money
- Start a New Business
- Personal Appearance (clothes, shoes, make-up, hair care)
- Culture (theatre, movies, plays, dance, recitals)
- Job Success
- Prestige
- Insurance
- Food
- Entertainment
- Recreation, Boat, Fishing Equipment
- Transportation, Car, Truck, Cycle
- New House/Condominium, Apartment
- Home Furnishings
- Health
- Family Activities
- Friends
- Pay Off Debts
- Attract Opposite Sex
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Adapted from: “Money Sense,” University of California Cooperative Extension, Dr. Karen Varcoe.

# My Goals

With your major goal areas identified, you can now decide your specific goals and if they are short, intermediate, or long term goals. To make them achievable, set specific requirements for each of them and identify the resources you need to achieve them. Lastly, write down the dates you want for completing your goals.

Types of Goals	Specific Requirements	Resources Needed	Completion Date
<b>My Short-Term Goals</b> (next 6 months)  Example: Spending more time in leisure activity with my family/friends	4 hours time per week	4 hours per week Energy, Money	Aug. 1, 1992
<b>My Intermediate-Term Goals</b> (3-5 years)			
<b>My Long-Term Goals</b> (10 or more years)			



3 0112 122551341

**Cooperative Extension Service**

University of Illinois at Urbana-Champaign

**Helping You Put Knowledge to Work**

Adapted from **Help for Managing Work and Home** by Shirley Peterson and Gwendolyn Stanford, Cooperative Extension, University of California.

Acknowledgement is given to the Illinois State Board of Education, Department of Adult, Vocational and Technical Education for financial assistance. University of Illinois at Urbana-Champaign, Cooperative Extension Service, 1991.

The PREP program is funded 88 percent by federal funds in the amount of \$350,000.

The Illinois Cooperative Extension Service provides equal opportunities in programs and employment.